



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091.
(An autonomous body under Ministry of AYUSH, Govt. of India)
(Accredited to NABH)



Tel: 080 -23584260

F.No: 13-2/2020-21/Admn./NIUM

Date: 24/09/2020

Advertisement No. 3/2020

Walk in Interview

Inviting applications for contractual engagement of Program Associate in the Pharmacovigilance programme Unit at National Institute of Unani Medicine, Bangalore under program Pharmacovigilance of Unani Drugs.

Applications are hereby invited from interested persons for contractual engagement of Programme Associate at National Institute of Unani Medicine, Bangalore under Pharmacovigilance program of Unani Drugs.

Program Associate - 01

MD/MS (Unani) (@ Rs.40,000/- per month)

Appointments to the above posts will initially be made for 11 months which may be further extended on mutual consent and based upon the performance of the incumbent. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason. The Terms of Reference for the above posts are as follows:

Name of Post: Program Associate

Essential Qualifications: PG degree in Unani from recognized university. Preference will be given to persons having working experience in Central Sector Schemes in AYUSH / Health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

Responsibilities:

- To coordinate & liaison with the nodal officers of the Peripheral Pharmacovigilance Centres (PPvCs); and stakeholders for smooth implementation of the program.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programmes under the scheme.
- Other related activities assigned time to time.

Other Conditions:

- Six days in a week work schedule will be applicable
- The assignment is on a full time basis and he / she has to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he / she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected by the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
- His/her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He/She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wish to resign; one month notice is required.
- He/She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He/She must sign a Non-Disclosure Undertaking of the institute.

Salary: Consolidated salary of Rs. 40,000/- (Rs. Forty Thousands only) per month.

Leave: Programme Associate shall be eligible for ***Twelve days*** Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

Interested persons may attend the ***walk-in-interview*** scheduled on **05th October 2020, at 11:00 A.M at National Institute of Unani Medicine, Kottigepalya, Magadi Road, Bangalore** along with their resume, original certificates and certified copies of all relevant documents in the enclosed application form.

NATIONAL INSTITUTE OF UNANI MEDICINE -BENGALURU

**Application for the post of Program Associate to IPvCC Unit under Project
(on short term contract basis)**

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1	Name of the candidate in Block letters			
2	Father/Husband name			
3	Mother Name			
4	Date of Birth (in Christian era) DD/MM/YY			
5	Age as on 01.10.2020			
6	Sex	Male	Female	Transgender
7	Nationality			
8	Religion			
9	Marital status			
10	Whether belongs to SC/ST/OBC/PwD			
11	Whether working in Central/State/UT/Autonomous Body etc.,			
12	Languages known			
13	Address for communication			
14	Permanent address			
15	Telephone No./Mobile No.			
16	e-mail ID			

2. Education Qualification (Starting from Matriculation or equivalent and onwards)

S. No	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
1	X & equivalent					
2	XII/Inter/PUC					
3	Diploma					
4	Degree					
5	Others					

3. Experience: (Including present employment)

Sl. No	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale /Salary Rs.	Date of Joining / leaving	Nature of duties performed
1					
2					
3					
4					
4.	Any other information such as training, publication etc., in support of suitability of the post (add separate sheets, in case needed)				

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts which disqualify my candidature. In case, if any adverse facts come to knowledge of NIUM after the selection I am liable to terminated from the service.

Place:

Date:

Signature of the Applicant

Application Checked by:

Signature

Remark of Checker